# Chapter 8: File Processing

**General Overview**

This section provides general information for accessing the screens from the File Processing Menu.

These sections contain an overview, detailed accessing instructions, and field definitions for each of the File Processing options:

- Work with Years
- Load Jury List
- Backup Jury Database Library
- Backup Jury Application and Database Libraries
- Juror Selection (Stand-alone District Courts only)

## Chapter Eight – FILE PROCESSING

## ACCESSING FILE PROCESSING

Overview

The File Processing Menu (Figure 77) contains options to load the CD of names from the Department of State and to backup the jury database, as well as, the jury application libraries.

```
TAPE                          File Processing
Level . :   2
                                                     System:    OSMLANS
Select one of the following:

                         1.   Work With Years
                         2.   Load Jury List

                       10.  Backup Jury Database Library
                       11.  Backup Jury Application and Database Libraries

                       20.  Juror Selection (Stand-alone District Courts only)
                       21.  Import Jury List Diskette File

                       80.  System Functions
                       90.  Sign Off

                                                                  Bottom
Selection or command
===> _____
_____

 F3=Major menu  F6=Msg  F8=Rev retrieve  F9=Retrieve  F10=Cmd entry  F24=More
```

Figure 77.  Tape Processing Menu

The File Processing Menu              The File processing menu displays when option **70** is selected from the JIS Jury System Menu.  The option can be accessed by entering the appropriate number on the Selection or command line and pressing **[ENTER]**.

# WORK WITH YEARS

<u>Overview</u>

Work with Years option is used to define a jury year.  A jury year must be defined in order to load the jury list CD.

See Work with Years on the Juror Selection menu for details on how to define a year.

**LOAD JURY LIST**

Overview

The Load Jury List  option is used to load the name, address, birth date, sex, and driver license/personal identification number of the prospective jurors from the tape received from the Department of State.

NOTE: Either instructions will be provided by JIS on how to load the jury list or JIS may load the list and advise when it's available.

Accessing the Screen          To access the Juror Update Process screen (Figure 78) type **2** in the Selection or command line on the Tape Processing Menu and press **[ENTER]**.

```
 JYBWPVK    ENTER                                    5/26/04 14:13:27
                            Load Jury List

  County: 76  Sanilac County



                       Jury Year: _____
                       File Name: _____

                     Media Device: _____
                       - OR -
                       Save File: _____



 F3=Exit   F4=Prompt
```

Figure 79.  Jury Update Process

Field Definitions

COUNTY (Header)     The County of the prospective jurors that are being loaded in the database.

+YEAR          Type the year that the prospective jurors will be chosen to serve. **IMPORTANT:** You are establishing the name of the jury year for all prospective jurors on the disc.  Once this option is run, the year cannot be changed.  The jury year must first be defined using the Work with Years option.  Example: 2003/04.

FILE NAME    The FILE NAME is the first 8 letters of the county name.

MEDIA DEVICE    Type the media device name that will be used to load the CD.  (This is usually OPT01)

SAVE FILE    LEAVE BLANK.  **JIS will initiate** if sending jury list electronically.

When the information has been entered in the required fields, press the **[ENTER]** key.  The Jury List will be loaded from the CD onto the AS/400.  This job runs interactively (at a reduced priority) so your device will be locked until the job has completed.

After pressing "Y" or **[ENTER]** to confirm, the following messages display during process: **Restoring Jury file from media..., Loading Jury List ..., Jury List  loaded for count ##, 2003/04 jury year.**  Press the **[ENTER]** key after these messages have displayed.

NOTE: When this process is complete, proceed to the Juror Selection Menu to select jurors from the jury list.
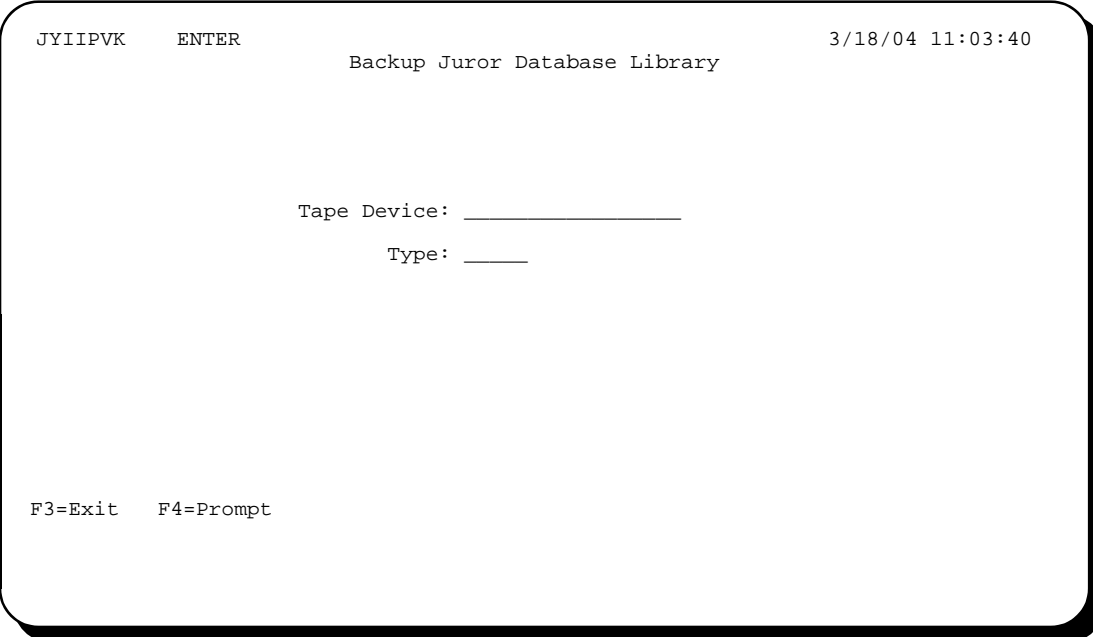
## BACKUP JURY DATABASE LIBRARY

Overview

The Backup Jury Database Library option is used to create a backup of the information that is added to the jury database to tape.  This option should be run on days when the jury database has been updated.  This option does not need to be run if the jury database is being saved as part of a daily backup.  Verify with your system administrator that this library is being backed up!

Accessing the Screen                              To access the Backup Jury Database Library screen (Figure 79) type **10** in the Selection or command line of the Tape Processing Menu and press **[ENTER]**.

```
 JYIIPVK    ENTER                                            3/18/04 11:03:40
                          Backup Juror Database Library




                       Tape Device: _____
                              Type: _____








    F3=Exit   F4=Prompt

```

Figure 79.  Backup Juror Database Library Screen

Field Definitions

                   TAPE DEVICE      Type the name of the tape drive that will be used to create the backup.  Example: TAP01.

                          TYPE      Type a "C" for Cartridge or "8" or 8mm Cassette.

When the information has been entered in the required fields, press **[ENTER]**.

## BACKUP JURY APPLICATION AND DATABASE LIBRARIES

Overview

The Backup Jury Application and Database Libraries option is used to create a backup of the information that is added to the jury database to tape as well as the jury application software.  This option should be run before and after Jury release updates.

Accessing the Screen                          To access the Backup Jury Application and Database Libraries Screen (Figure 80) type **11** in the Selection or command line of the Tape Processing Menu and press **[ENTER]**.

```
JYIKPVK    ENTER                                        3/18/04 11:19:58
              Backup Jury Application and Database Libraries




                    Tape Device: _____
                           Type: _____








     F3=Exit    F4=Prompt


```

Figure 80.  Backup Jury Application and Database Libraries Screen

Field Definitions

TAPE DEVICE    Type the name of the tape drive that will be used to create the backup.  Example: TAP01.

TYPE    Type a "C" for Cartridge or "8" or 8mm Cassette.

When the information has been entered in the required fields, press **[ENTER]**.

## JUROR SELECTION (Stand-alone District Courts only)

Overview

The Juror Selection (Stand-alone District Courts only) option must **ONLY** be used by courts which receive their lists of jurors from another computer system. If your jury board or County Clerk's Office uses the JIS Jury System for selecting your jurors, **DO NOT** use this option. Please use the appropriate option on the Juror Selection Menu.

```
JYJ6DFK        DISPLAY                                          4/22/04  8:34:13
                      Juror Selection (Stand-alone district courts only)
County: 76  Jury Year: 2004/05     Status Code: ____
           Name: _____  (positioner)
           City: _____  Zip: _____ (filters)

Type options, press Enter.
1=Select to add to jury system

       Sel   Name                      DOB           DLN/PIN
             Address                                 City, Zip
__           ABEL EDWARD EUGENE        02011958      A111111111111
                123 LAKESHORE RD                        LEXINGTON      48450
__           ABEL FREDERICK ROY        05121950      A222222222222
                234 HURONVIEW RD                        PORT SANILAC   48419
__     Y     ABEL JOHN ALBERT          11151948      A333333333333
                345 CHIPPEWA TRL                        LEXINGTON      48450
__           ABEL SALLY DOLORES        12141936      A444444444444
                456 MAIN ST                             MELVIN         48454
__           ABEND EMIL JOHN           06031941      A555555555555
                567 S LAKE ST                           PORT SANILAC   48469

+

 F3=Exit   F4=Prompt
```

Juror Selection (Stand-alone district courts only screen

Accessing the Screen

To access the Juror Selection (Stand-alone district courts only) screen, type **20** in the Selection or command line on the Tape Processing Menu and press **[ENTER]**.

Field Definitions

STATUS CODE    The status code must be QLF if the juror has been pre-qualified by the county, NEW if a qualification questionnaire must be generated, or any status code flagged as permanently excused, such as PEX to update a permanently excused list.

| | |
|---|---|
| NAME | This is a positioning field.  To position the list to a particular name, enter the name or a portion of the name and press **[ENTER]**.  The list will position alphabetically to the requested name. |
| CITY | This is a filtering field.  Enter a city and press **[ENTER]** to display only names with the requested city. |
| ZIP | This is a filtering field.  Enter a zip code and press **[ENTER]** to display only names with the requested zip code. |
| OPT | Type option 1 in this unlabeled field to select a juror to be added to the jury system. |
| SEL | Y in this field indicates the juror has already been selected and cannot be selected again. |
| NAME | Name of juror in alphabetic order. |
| DOB | Juror's date of birth. |
| DLN/PIN | Juror's driver license number or personal identification number. |
| ADDRESS | Juror's street address. |
| CITY | City in which juror resides. |
| ZIP | Zip code of the city in which the juror resides. |
| To Display the List of Jurors | To display the list of jurors, enter the appropriate county and jury year, press **[ENTER]**.  The list of juror names will display. |
| To add a name | To add a name from the Department of State jury list to the JIS Jury System, type **1** in the option column next to the desired name and press **[ENTER]**.  The Add Jury List Juror window will display. |

```
╭─────────────────────────────────────────────────────────╮
│                  Add Jury List Juror                      │
│                                                           │
│   County: 76    Jury Year: 2004/05                        │
│                                                           │
│   DLN/PIN: A360630368022         DOB: 01171938            │
│      Name: ADAIR NIRA JANE                                │
│   Address: 123 ASPEN ROAD                                 │
│      City: Lansing         St: MI                         │
│                            Zip:48909 8998                 │
│                                                           │
│    System#: _____   (blank for system assigned #)      │
│                                                           │
│                                                           │
│   F3=Exit                                                 │
│                                                           │
╰─────────────────────────────────────────────────────────╯
```

Add Jury List Juror window

Verify the name and address.  Update if necessary.  Enter the number assigned by the other computer system or leave the system number blank.  If the system number is left blank, a sequential number will be assigned.  Press **[ENTER]**.

A qualified (QLF) juror record will be added to the system.  The name and address record will be added or the address will be updated if the name already exists on the system.  An event will be added indicating when the juror was added to the system.

The Import Jury List Diskette File will be used at a future date and time.